

**City of Pelham  
City Council Work Session  
November 16, 2009**

**MINUTES**

Members of the Pelham City Council met on November 16, 2009 at 6 p.m. with Council President Mike Dickens presiding. The meeting was held in the conference room of Pelham City Hall and open to the public.

The following elected officials were present:

Don Murphy, Mayor  
Mike Dickens, Council President  
Teresa Nichols, Councilmember  
Bill Meadows, Councilmember  
Steve Powell, Councilmember  
Karyl Rice, Councilmember

Media Present: Marianne Thomas-Ogle

Others present: Tom Seale, Gary Waters, Roy Lambert, Eddy Jowers, Butch Byrd, Mike Morgan, Janis Parks, Tom Enright, Mosely Johnson, Vincent Cottone, Officer Pat Cheatwood, Fire Chief Danny Ray, other city employees and members of the public.

The council work session was called to order by Council President Dickens at 6 pm. All elected officials were present.

A motion was made by Teresa Nichols to approve the November 2, 2009 work session minutes. The motion was seconded by Bill Meadows and the motion passed unanimously.

Mayor's Comments:

Mayor Don Murphy opted to hold his comments for the regular council meeting.

The council discussed items on the agenda and other general business concerning the city.

**Resolution 2009-11-16-01** Authorizing City Officials to Execute Financial Documents

**Resolution 2009-11-16-02** Revising Administrative Classifications and Pay Scales

Dr. Nichols suggested using the existing pay scales to establish the salary for the executive administrative assistant position or waiting to the Mercer salary survey was completed. There was discussion of hiring the employee on a temporary basis until the completion of the salary study. Mayor Murphy commented the individual had already worked out a two week notice with her former employer and began work with the City of Pelham today (November 23, 2009). Bill Meadows requested for the council to meet in executive session to discuss the matter. Discussion regarding executive session followed. Bill Meadows made a motion to table discussion regarding the executive administrative assistant position. Motion was seconded by Dr. Nichols and the motion passed by all those present.

**Resolution 2009-11-16-03** ABC application for Swinford, LLC d/b/a/ Johnny Ray's.

Per the request of the applicant, the Resolution was removed from the council's agenda.

**Resolution 2009-11-16-04** Proposal for Comprehensive Salary Survey

Steve Powell expressed his concerns about the salary survey. He suggested letting the Human Resources Department prepare an in-house survey and if the council was not satisfied with the results then move forward with a professional consultant after requests for proposals (RFPs) have been prepared. He noted a second, unsolicited proposal from Condrey and Associates, Inc. was significantly less expensive and said we do not know the cost of the survey if other proposals are not requested. Karyl Rice agreed with Mr. Powell. She suggested establishing a committee and commented the bias argument does not apply since salaries of existing employees will not be changed. Mr. Powell commented the city should seek proposals as good stewards of the public's money. Mr. Meadows discussed the similarity and differences between the two proposals with regard to interviews, grade and salary ranges, analyzing the results, market surveys, job descriptions, implementation plan, identifying low salaries and recommendations. Mr. Meadows recommended the city approve the Mercer, Inc. proposal. Dr. Nichols mentioned external and internal market differences and suggested finding a company that surveys the market. Mr. Powell followed the comments of Dr. Nichols and said the city had not requested RFPs and a company with much better pricing and results might be found. He further stated there was no rush in approving the Mercer proposal. Dr. Nichols commented she considered Mercer to be the better company.

**Ordinance 439** Annexation Request of Shirley J. Burnett, 1290 Highway 35, Pelham, AL

Mike Dickens commented Jesse Jowers, City Engineer, recommended the annexation.

**Resolution 2009-11-16-02** was brought back to the table by Mike Dickens. Mike Dickens reviewed and read the nine reasons the city council could vote to go into executive session to discuss the pay scales of the executive administrative assistant position. According to Mr. Dickens, none of the nine reasons were permissible in this case for executive session.

Dr. Nichols summarized the hiring of the executive administrative assistant. Mayor Murphy disagreed and said he did an internal survey to establish the pay scale. Dr. Nichols said she would have preferred using an existing salary grade and step instead of establishing a new one. The Mayor explained how the salary was established. Mr. Meadows reminded the council the position was discussed during the budget process. Mr. Dickens expressed his reservations with the resolution and the qualifications of the position and setting a salary prior to the completion of the salary survey. Mr. Dickens suggested paying the executive administrative assistant within the current pay scale pending the completion of the salary survey. Mr. Powell stated the position was in the budget and supported the Mayor in hiring his choice and at the pay grade as presented. He further stated he wished the salary had been established prior to the hiring. Mr. Dickens stated the salary survey was not intended to cut salaries.

Mr. Meadows discussed the recent hires by the city in September and October and there appeared to be no uniformity in the hiring process. Mr. Meadows agreed with Mr. Dickens to hire the executive administrative assistant position as a temporary employee. The Mayor stated the hire was within his authority to run the daily operations of the city and he interviewed

approximately 20 potential employees for the position. He said he set the salary at a medium of current salaries. Mr. Dickens responded to the Mayor's comments. Dr. Nichols discussed the salary survey and similar positions in the marketplace.

Motion to adjourn was made by Mr. Meadows.

Motion to adjourn the work session was withdrawn by Mr. Meadows.

Mr. Dickens reviewed the November 16, 2009 work session agenda. The mayor updated the council regarding one item on the agenda concerning the name of the Pelham Civic Complex. The Mayor said the name was not changing and would remain the Pelham Civic Complex.

Mr. Powell made a motion to schedule a work session on November 23, 2009 at 6pm to discuss the proposed sewer rate increase. Second was made by Mrs. Rice. Dr. Nichols requested the Mayor to bring options to the council to resolve the Royal Chase lift station issue. A secondary motion was made by Mr. Meadows to include all items on the November 23, 2009 work session agenda that had not been disposed of on the November 16, 2009 work session agenda. Dr. Nichols seconded the motion and was passed by all members present. The original motion to call a work session on November 23, 2009 passed by a vote of all members present.

Mr. Meadows moved to adjourn and Mr. Powell seconded the motion. The meeting was adjourned at 7:01 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tom Seale", written over a horizontal line.

Tom Seale  
Finance Director / City Clerk